Preparing for the
2009 Comprehensive Data Audit

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Data Coordinators Workshop

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Presentation Overview

- CDA – importance & process
- Brief review of 2009 error checks
- How to correct errors
  - Review special situations
 - Brief review of Stat Report changes

What is the Comprehensive Data Audit (CDA)?

- Annual comprehensive review of each department's extract data files.

- CDA reviews each file & cross-references data between different files for completeness & consistency.

- Data checks continually evolving. Particular data checks will be removed and/or replaced by another as appropriate.

- 2009 CDA reviewing case records from **January 1, 2006 to present.**

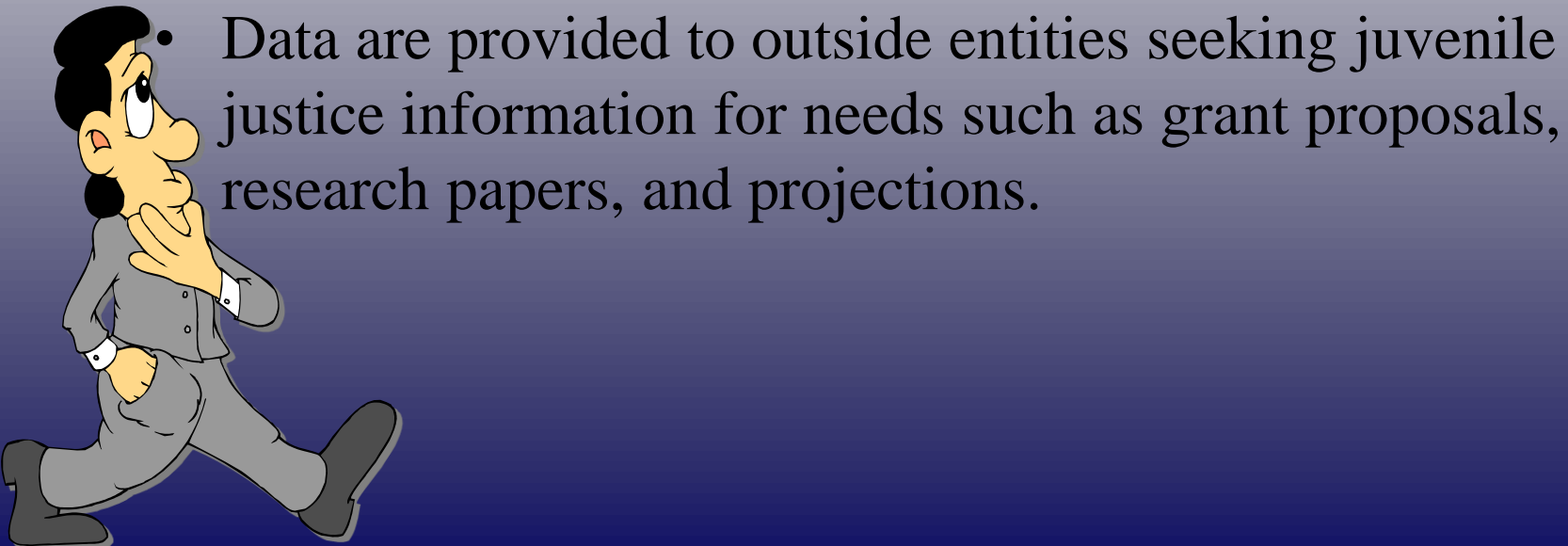# Why is the CDA so important?
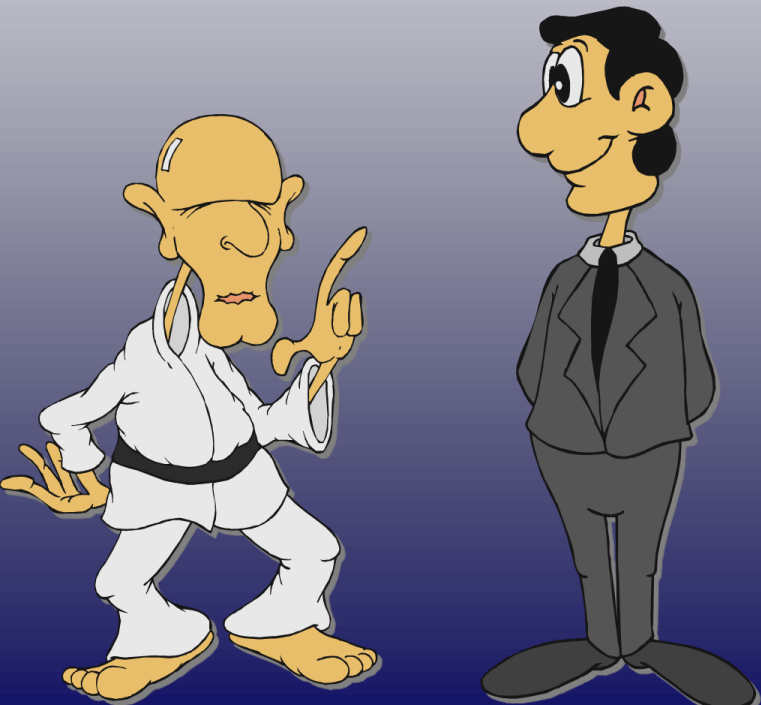
We like to make you cry…

Just kidding!

Importance of the CDA

- Clean juvenile justice data is used to produce reports and performance and contract measures, which may have an impact on the laws and budget for juvenile justice entities.

- Data are provided to outside entities seeking juvenile justice information for needs such as grant proposals, research papers, and projections.

CDA Process

- Findings from a department audit will be emailed to the data coordinator
    - Do we have your correct email?!?

- Data coordinator has 60 calendar days to correct errors
    - Call the CASEWORKER help desk (**512-424-6724**) if you need help!
    - Non-CASEWORKER departments call me.

- Notify TJPC you've made necessary corrections by completing a Web-based form. (We'll send you the link.)
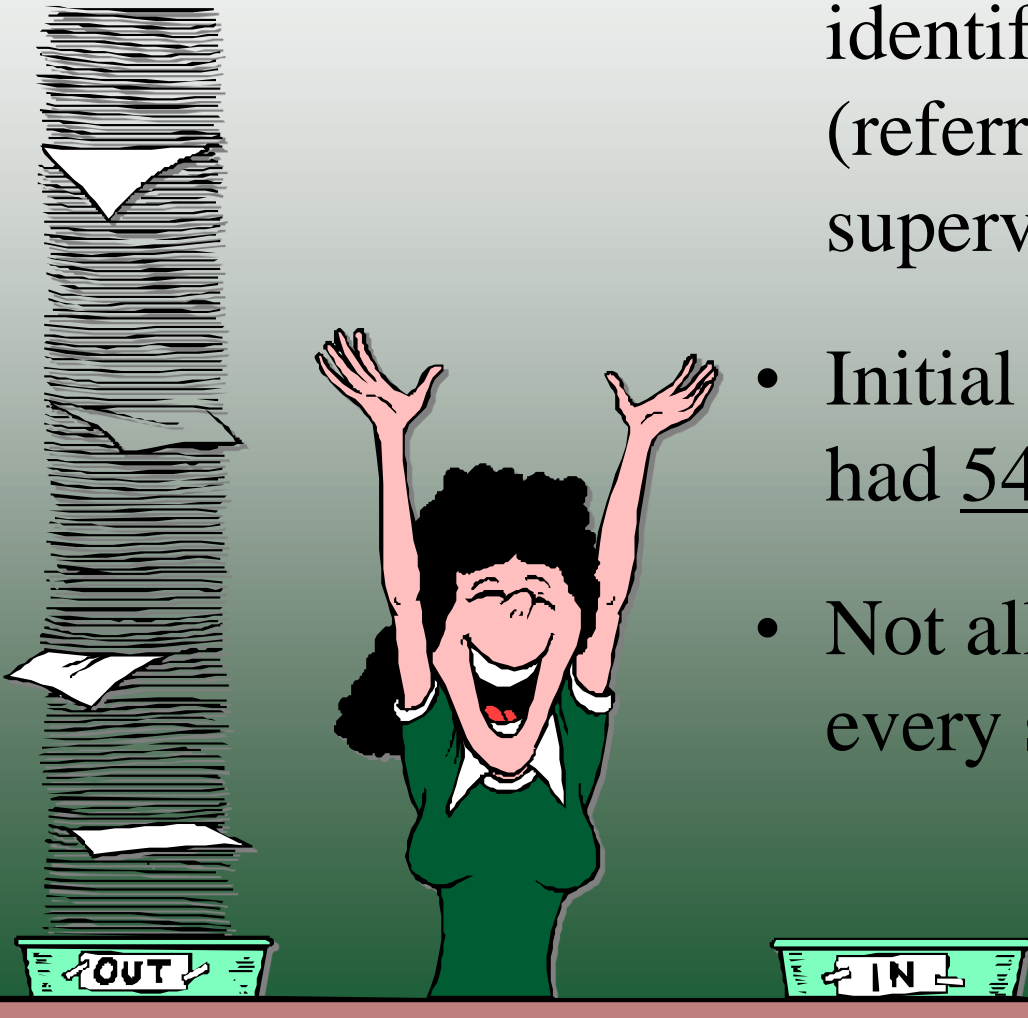
2009 CDA
Data Checks

2009 CDA Data Checks

- 39 different types of errors identified in various tables (referral, detention, supervision, etc)

- Initial CDA conducted in 2001 had <u>54</u> data checks!

- Not all departments will have every single error

2009 CDA Data Checks Consist of:

- Referral Errors – 11
- Detention Errors – 7 etc.
- Placement Errors – 7
- Supervision Errors – 9
- Program Errors – 2
- Child Errors– 2
- MAYSI Errors – 1
  - *New in 2009*

Understanding MAYSI Errors – Box 1

This audit determines if the MAYSI was done within 14 days of face-to-face contact or within two days of a detention.

Yes is number of errors.

This section is for <u>informational purposes only</u>. Show this box to your CJPO and try to get the percentage of your errors down to 10% or less.

Do you have an error because the MAYSI Assessment was not received by TJPC for required referrals & detentions within the allowed time frame?

		Number	Percent
MaysiError	No	263,885	86.0%
	Yes	42,874	14.0%
	Total	306,759	100.0%

Understanding MAYSI Errors – Box 2

2 Types of Errors

1. MAYSI not done within 2 weeks of face to face contact for regular referrals, or 48 hours for detentions

	HQCounty Number	PIDNumber	ReferralNumber	ReferralType	ReferralDate	ClosestMaysiDate	Detained	DateTimeDetained

MAYSI Assessment Data Have Not Been Received Within Allowed Time Frame

	HQCounty Number	PIDNumber	ReferralNumber	ReferralType	ReferralDate	ClosestMaysiDate	Detained	DateTimeDetained
1	255	999	7827	FM	06-May-2007	.	Yes	06-May-2007
2	255	9999	7237	FM	11-Jan-2006	09-Nov-2005	No	.
3	255	999	7807	FM	07-Apr-2007	21-Sep-2006	Yes	07-Apr-2007
4	255	999	7777	FM	22-Feb-2007	02-Apr-2006	Yes	22-Feb-2007
5	255	999	7417	FM	27-Apr-2006	14-Sep-2005	Yes	27-Apr-2006
6	255	999	7387	FM	30-Mar-2006	25-Oct-2005	Yes	30-Mar-2006
7	255	999	7379	FM	03-Mar-2006	25-Mar-2006	Yes	25-Mar-2006
8	255	999	7291	PF	13-Feb-2006	16-Mar-2006	No	.
9	255	999	7510	FM	26-Jun-2006	29-Jan-2006	Yes	26-Jun-2006
10	255	999	7659	FM	26-Oct-2006	05-Oct-2006	Yes	26-Oct-2006
Total								

2. MAYSI is not attached to a referral number.

Correct the errors by:

- Attaching the MAYSI to the correct referral number, or
- for paper formalized referrals, update the referral date to the date face-to-face contact occurred

How to Correct Errors

- We'll send you a list of all errors with an explanation of why it's an error, and how to correct it in CASEWORKER.

- If something is showing correct on your end, but not on our end:

  - Make a minor <u>change</u> in the table where the error occurred and then save. For example, if it's a placement error….

    1. Make a minor <u>change</u> in the placement tab. Click on Save.
    2. Go back and correct the change you just made. Then click on SAVE.

- The above scenario usually involves situations where data is inputted on your end, but it didn't get sent to us during the monthly extract process.

Special Situations
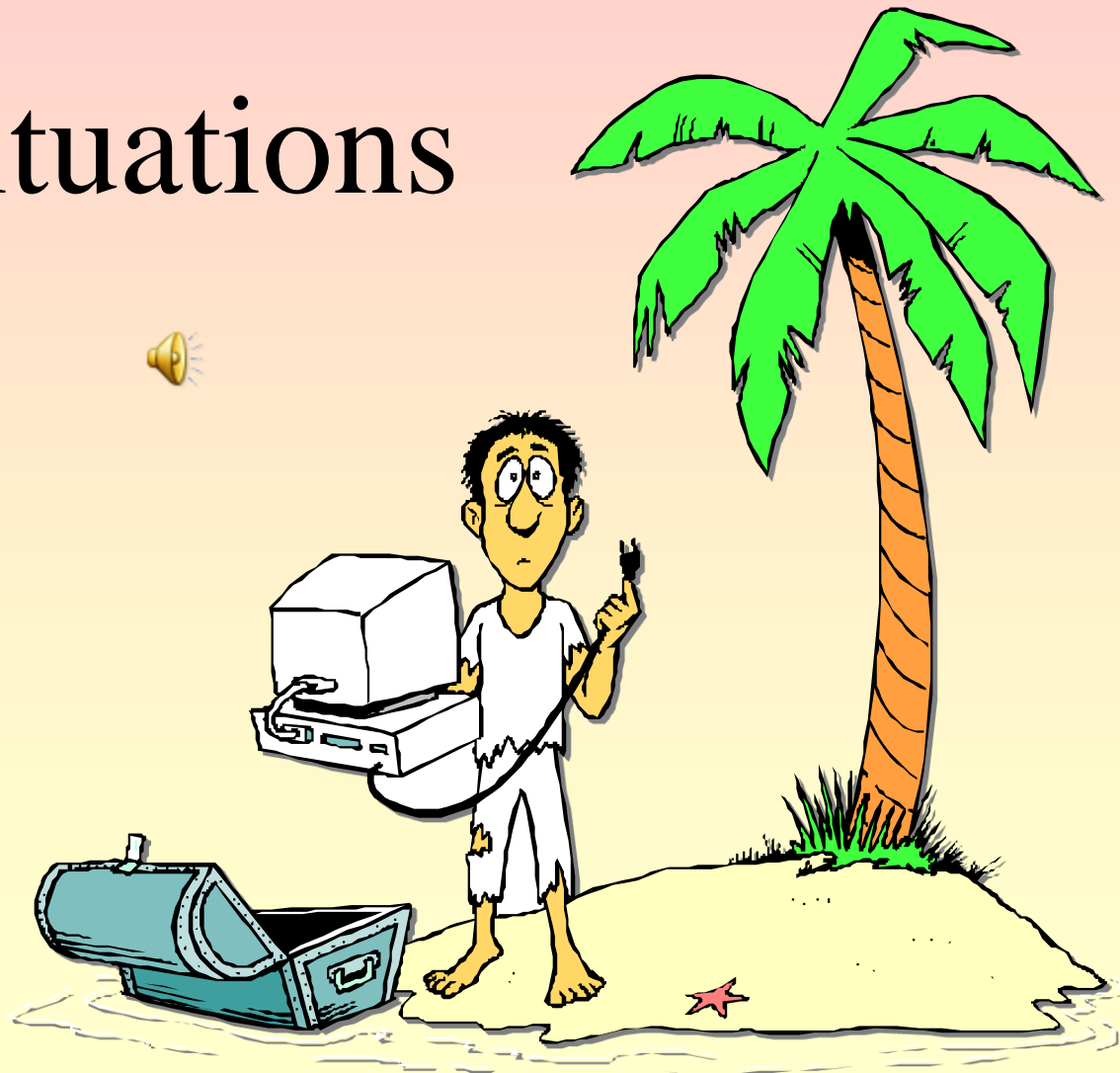
Open Records Past Expected Date

- The following types of records will need to be closed (regardless of how old they are) if they are open in error:

    – Detentions, Supervisions, Placements, Programs

- Enter the actual date the record was closed.

- If you can't determine the exact closed date, use the estimated end date.

Open Records Past Expected Date

- If you can't determine the exact closed date, determine your department's *average* length of stay for each type of record to give an end date.

Non-Existent Records

- There may be times when we'll send you errors to correct, but the record (PID, Ref#, etc.) is not in your system.

  - This usually occurs when the department deletes the record, but the deletion is not sent to us during the monthly extract process.

- Procedures:
  - Verify that the record really and truly should be deleted!
  - Request that we (TJPC) delete the record on our end.
  - Send us an email with the complete record information (PID number, referral number, etc) asking us to delete it on our end.

- If it's a very large batch of deletions, you may have to export the data to Excel – but check with me first.

"Errors" That Are Not Errors

We may send you some "errors" to correct but these may not be true errors.

- **<u>Example</u>**: Extract data shows that Department A had a child in residential placement for 1,154 days (over 3 years).

  - Department A confirmed information is correct. The child has severe mental health problems and has been court-ordered to residential placement for that length of time.

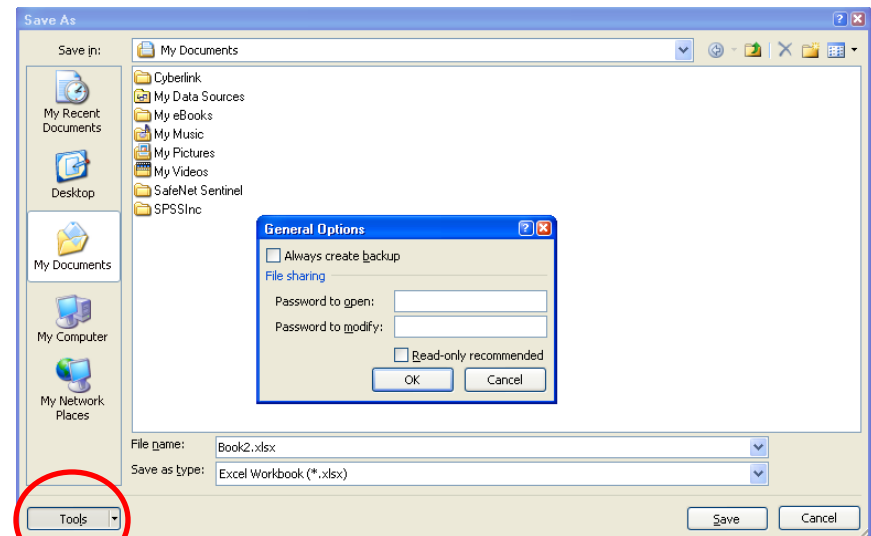 - Department A should notify us the record is correct by exporting data to Excel and emailing it to me.

Exporting to Excel
Use only for "errors" that are not errors

- Select the entire table and click on Copy

- Open Excel and Paste the table on the first row.

- Name the column to the right of the table Correct Record and place an X in the record number that is correct.

- Password protect your file. (Save As, Tools, General Options, type a password to open and DON'T FORGET IT!)

- Email document to me, but CALL me with your password.

Statistical Report Changes

Also known as the "Stat Report"

About the Stat Report

- Summarizes basic juvenile activity (referrals, supervision workload, detentions, placements) of each department

- Used to produce and publish the *Annual* Statistical Report.

- Opportunity for depts. to review their data before we finalize their numbers for the Annual Statistical Report. Thereafter, the report becomes static.
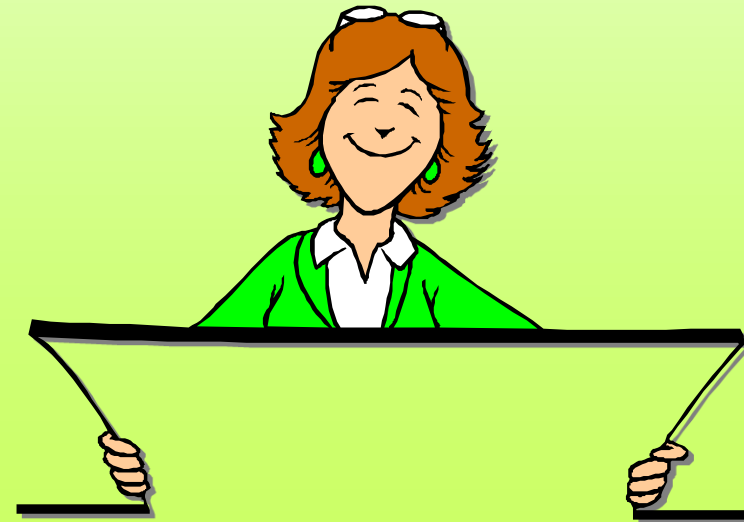
Stat Report Changes

- Stat Report run by headquarter county, not by county

- <u>Revised Referral Table</u> – removed section on commitments, non-formal referrals consist of only paper complaints, added all school types

- <u>Correct Supervision Table</u> – was missing interim supervision codes, unsuccessful termination codes updated

- CW departments will receive the new statistical report in the next CW update
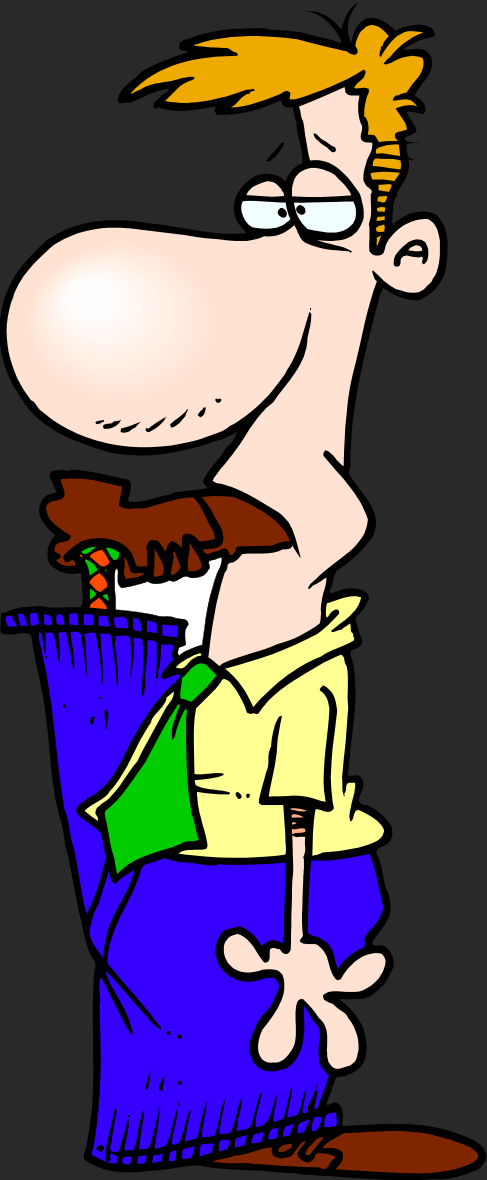
Thank you!

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